

**Position Description
Coordinator of Youth Ministries
Annunciation of the Lord Parish**

Date: November, 2017

Supervisor: Pastor

Job Purpose

The Coordinator of Youth Ministries is responsible for planning and implementing programs that enrich the spiritual, educational and social lives of youth members of Annunciation of the Lord Parish (AoLP) and youth attending local Catholic schools from grades 6 to 12.

Goals of Youth Ministry at AoLP

- to create a supportive and spiritual environment that leads young people into a personal relationship with God through Jesus Christ and His Church
- to draw young people into participating in the life, mission and work of AoLP and the larger Catholic faith community
- to foster the total personal and spiritual growth of each young person

Duties & Responsibilities

The Coordinator of Youth Ministries will be responsible for the following:

- coordinating the outreach to and evangelization of all young people in the parish
- serving as the liaison with local Catholic schools and organizing events and activities for young people from grades 6 to 12
- developing a systematic and intentional plan for youth discipleship using a variety of a creative variety of formats, settings, and timeframes
- providing resources (print, video, web, diocesan events) for effective programming
- coordinating the confirmation program
- coordinating children's liturgy and child care as part of the Sunday Experience
- establishing and leading a Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program
- providing appropriate training for the adults and youth in leadership positions
- fostering the integration of young people in the life of the parish and parish activities
- serving as the liaison with the diocesan office of youth ministry and their programs, services and resources
- preparing an annual budget and operational plan for youth ministry needs and implementing the operational plan and approved budget

- preparing periodic reports on youth ministry plans for the Pastor, Parish Leadership Team and Parish Pastoral Council
- advising the Pastor and Parish Leadership Team on parish issues related to youth

Skills and Knowledge Profile

- demonstrate knowledge of Catholic Church teachings
- ability to represent and teach the Catholic Faith
- ability to effectively lead and develop youth and adult volunteers
- ability to work well with adults and coordinate/train adult volunteers
- proven public speaking and communications skills
- ability to form positive relations with school officials and to work effectively with them to advance the goals of the parish youth program
- ability to form healthy relationships with junior high and high school teens in a way that is positive and nurturing yet still maintaining a professional stance as a representative of the Church and the parish community
- demonstrate a sense of flexibility and availability regarding schedule and time, including evening hours and weekends
- demonstrate an understanding of parish renewal and strategic implementation of a missionary discipleship process
- proficiency using social media and technology
- proven strong administration, organization and planning skills

Personal and Professional Profile

- motivated, creative, self-starter who has a vision and heart for youth ministry
- possesses a dynamic Catholic Faith
- possess two years experience working with youth in a parish or school setting
- completed a post-secondary education program, preferably focused on working with youth or youth ministry
- exhibit good judgement, maturity and leadership abilities
- demonstrate an ability to work effectively and contribute to the overall success of the youth leadership team and the parish staff team
- possess strong interpersonal skills and a high degree of emotional intelligence
- possess a desire to engage current events and youth culture to present a relevant message
- willing to submit to a Vulnerable Sector Check

Annunciation of the Lord Parish: We are a Roman Catholic, apostolic and welcoming community of Missionary Disciples, growing in the love and knowledge of God, joyfully caring for all in need.